



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF EDUCATION  
JUDY A. JEFFREY, DIRECTOR

**DATE:** August, 2009  
**TO:** Authorized Representative/Food Service Director  
**FROM:** Dean Flaws/Jane Heikenen, Commodity Consultants  
**SUBJECT:** **0B** (October) Release

## PLEASE ROUTE TO FOOD SERVICE DIRECTOR

1. **0B Order Form.** Enclosed in this mailing you will find the 2<sup>nd</sup> Commodity Order form for the 2009-10 school year. The 2<sup>nd</sup> shipment of commodities 2009-2010 school year is being planned to start the week of Oct. 5. The delivery cycle takes approx. 5 weeks. **Please Complete and return your orders By Friday, SEPTEMBER 11th.**
2. **Internet Ordering** is available for 0B. Go to the Internet address: [www.edinfo.state.ia.us](http://www.edinfo.state.ia.us), and enter your own ID and password on the screen. Then click the submit button. **CLICK** Commodities on the Application menu screen. Now you have two options: General Information or Commodity Order Form. Select Commodity Order Form and click the **GO** button. Instruction booklets and videos are available by calling this office. If you need or forgot your ID and password please call Ellen Miller at 515-281-4542.
3. **Split shipments (2009-2010).** All schools are encouraged to use the Internet especially if you are a split site. **Split site fees will be charged this year even if you don't use a particular site.** Fees are \$43.00 for in town splits and \$71.00 for out of town splits. You will also now pay from each delivery/invoice used at each site. You won't see a consolidated warehouse release to pay your bill.
4. **Anticipated Dates when Commodity order form will be up and on the web:**

	<b><u>Delivery Cycle</u></b>	<b><u>On the Web</u></b>	<b><u>Approx Delivery Start Date</u></b>
0A	Aug/Sept. Delivery	(Done)	Aug. 24, 2009
0B	October Delivery	Sept. 4	Oct. 5, 2009
0C	Nov./Dec. Delivery	Oct. 9	Nov. 16, 2009
0D	January Delivery	Dec. 4	Jan. 4, 2010
0E	Feb./Mar. Delivery	Jan 15	Feb. 15, 2010
0F	April Delivery	March 5	March 29, 2010

5. **Deliveries short/damaged:** When commodities arrive at your school, the product unloaded should be carefully counted and checked to make sure you are receiving the correct amounts. If you discover a shortage or any damage, make sure the driver makes a note on the warehouse release and initials it. **You must have a driver's signature indicating a problem on your delivery, before any adjustment can be made on your billing.**

Grimes State Office Building - Des Moines, Iowa 50319-0146

PHONE (515) 281-5294 FAX (515) 242-5988

[www.state.ia.us/educate](http://www.state.ia.us/educate)

*Helping Communities Meet the Learning Needs of All Their Children and Adults*

6. **Jenni Arnold** at Keck, Inc. has resigned her position with Keck and will be replaced by Patty Johnson. Please welcome Patty when you contact Keck, Inc. during this school year. Jenni was with Keck for about seven years. We will sure miss her. Good Luck, Jenni.

7. **Warehouse Rates for 2009-10**

Handling and Storage	\$1.79 per case
Dry storage rate for each additional month	.26 per case
Refrigerated storage for additional months	.43 per cwt. gross
Freezer storage for additional months	.71 per cwt. gross
Admin fees for processed commodities	.57 per case
Split Delivery charges – In Town	\$43.00
Out of Town	\$71.00

8. **Iowa Food and Distribution Program.** If you need additional information, commodity values, or forms for the Commodity Food Distribution programs, please visit our web site at: <http://www.iowa.gov/educate/>. You may also visit USDA's Food Distribution Program website at [www.fns.usda.gov/fdd/news](http://www.fns.usda.gov/fdd/news).

9. **All commodity values** for this school year (09-10) will be found on the Bureau web page at [www.iowa.gov/educate](http://www.iowa.gov/educate)

10. **Processed Commodity Food Items for 2009-2010.** All food items coded 2500 or above are processed food items and are an extra cost to your school district. If you are ordering by the Internet you will not see the Iowa Code numbers on the order form. You need to identify each processed food item in the commodity description. It will have a per case cost in parenthesis. You will be allocated one (1) of each item for all processed foods coded 2500 or above. If you ***do not*** want this product, you must put a "0" in the amount wanted column. You ***do not*** have to take these processed food items. Please note that there is a difference between the commodity value and the price of each item. The commodity value is the amount in each unit of product that is deducted from your school entitlement, unless it is a bonus commodity. The price of each item is the cost of the finished processed product. The school cost does not include the per case shipping and handling fee charged by Keck, Inc. for each case of product shipped. These are all optional products. The costs will be included in the amount you pay Keck, Inc. There will be ***no*** separate billings for processed products. New Processed Commodity Fact Booklets are now available.

11. **Home Ec may use commodities.**

Several questions have arisen regarding the use of commodities in Home economics classes. The regs say the following regarding the use of donated foods in home economics courses:  
*School food authorities receiving donated foods under this part may use such foods for the purpose of training students in home economics, including college students if the same facilities and instructors are used for training both high school and college students in home economics courses. Home economics includes classes in general home economics, food purchases, nutrition, food preparation, cooking, child care and health. The State Agencies position would be consistent with the federal policy, "may". There is no requirement on the part of School Food Authorities to share donated foods with home economics. In addition if they choose to share, they do not need to share all of the various types of products made available and may place limitations on the quantity. They may also charge the home economics program the cost of the SFA had to pay to receive the product, essentially shipping, handling, and storage. Our interpretation of the regs would be that the first*

*priority for the product would be the school meal program. If the product can be shared without negative or significant negative impact to the school meal program, then it would seem likely the SFA would be willing to share to support the instructional home economics program for students. Again, however even if there is no negative impact, they would not be required by USDA or DE to share.*

**12. Commodity Phone Numbers:**

- |     |   |                       |
|-----|---|-----------------------|
| a.) | Dean Flaws, Commodity Consultant        | 515-281-4032          |
| b.) | Jane Heikenen, Commodity Consultant     | 515-281-4753          |
| c.) | Julia Thorius, Bureau Chief             | 515-281-4757          |
| d.) | Janelle Loney, Bureau Secretary         | 515-281-5356          |
| e.) | Patti Johnson, Admin. Asst. Keck, Inc.  | 515-244-5631 ext. 130 |
| f.) | Krista Atwood, Des Moines Cold Storage  | 515-262-6560          |
| g.) | Eldon Reinhart, Mason City Cold Storage | 641-424-8369          |

**13. If your school needs any of the following commodity booklets, please let Jane or myself know:**

- a. "Commodity Processor Fact Booklet" (2009-10 edition may also be found on the website at [www.iowa.gov/educate](http://www.iowa.gov/educate))
- b. "Single Inventory" booklet
- c. "Commodity Ordering by Internet"

**14. The commodity assistance rate has been established for the 2009-10 school year.** The new rate established by USDA is \$.1950 per meal. This is the rate that your commodity entitlement dollars are based on.

Average Daily Participation (ADP) (2009 Data)  
X Meal Rate (2009-10 rate) = .1950  
X # of School Days (180)  
=**Entitlement**

**15. If you have an email address, let us know and we will put you on our group "Commodity Club" email list.**

**16. Please fill out and complete the "2009-2010 Commodity Emergency Contact Information Update" form that is included in this mailing, ONLY if your school information has changed since the last school year (2008-09). FAX it to: 515-281-6548**

Sincerely,

Dean Flaws, Commodities Consultant (515-281-4032)  
Jane Heikenen, Commodities Consultant (515-281-4753)  
Bureau of Nutrition, Health and Transportation Services

Enclosures